Project &Quality Management · PQ461

HR Records and Employee File Management

Duration	Category	Ref
1 Week	**Project &Quality Management**	**PQ461**
Language	Certificate	
English	**Certificate of attendance**	

Introduction

Effective HR records and employee file management are essential for maintaining accurate employee information, supporting HR operations, ensuring confidentiality, and meeting legal and organizational requirements. This five-day course provides practical knowledge and skills for organizing, maintaining, protecting, and managing employee records throughout the employee lifecycle.

Objectives

By the end of the course, participants will be able to:

- Understand the principles of HR records and employee file management.
- Organize and maintain accurate employee files.
- Apply appropriate filing, retention, and document-control procedures.
- Protect employee information and maintain confidentiality.
- Manage both physical and electronic HR records effectively.

Target Audience

- HR Officers and HR Administrators
- Personnel and Records Officers
- HR Assistants
- Administrative Staff responsible for employee records
- Supervisors and managers involved in HR documentation

Course Outline

Day 1

Fundamentals of HR Records Management

- Introduction to HR records and employee files
- Importance of accurate HR records
- Types and categories of employee records
- Employee file structure and essential documents

- Roles and responsibilities in records management

Day 2

Employee File Organization and Maintenance

- Creating and organizing employee files
- Filing systems and classification methods
- Updating and tracking employee information
- Document control and version management
- Common employee file management errors

Day 3

Confidentiality, Privacy and Records Security

- Confidentiality principles in HR
- Protecting sensitive employee information
- Access control and authorization
- Physical file security
- Electronic records security and data protection
- Handling confidential HR documents

Day 4

Electronic HR Records and Document Management

- Introduction to electronic employee files
- Scanning and digitizing HR documents
- Electronic filing and document naming conventions
- Managing HR databases and digital records
- Backup, retrieval, and disaster recovery
- Maintaining data accuracy and integrity

Day 5

Records Retention, Compliance and Practical Application

- Records retention and disposal principles
- Legal and organizational requirements
- Archiving and secure destruction of records
- Auditing and monitoring employee files
- Practical employee-file management exercise
- Review, discussion, and course assessment

Ask us for a date for this course

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